

Release of Diagnostic Images (X-Ray)

To obtain a copy of your diagnostic imaging records (x-rays), mammograms, sonograms, CT, etc., an [Authorization to Release Diagnostic Images](#) form must be completed and signed by the patient or their legal representative. The completed form may be personally delivered, mailed or faxed to our Radiology Department. If someone other than the patient will be picking up the requested information, the patient must indicate the name and relationship on the Authorization form.

Submitting a Request

Provide the completed authorization form to the Radiology Department between the hours of 8:00 AM and 5:00 PM, Monday through Friday. To avoid delays, give at least 24 hours notice by faxing completed form to 240-566-3255 or by calling 240-566-3420.

FAX

Fax the completed authorization form to 240-566-3255.

Mail

Mail the completed authorization form to:

Radiology Department
Frederick Memorial Hospital
400 West Seventh Street
Frederick, MD 21701

Record Pickup

The Radiology Department is open Monday – Friday between 8:00 a.m. – 5:00 p.m. Photo ID of patient or patient representative is required at the time of pick-up.

Turn Around Time

We request at least 24 hours notice to avoid any delays, but all efforts to accommodate your request will be made.

Imaging studies performed **PRIOR to JUNE 2004** are stored in our off-site facility. We will need at least **36-48 hours** notice to retrieve these studies for pickup. Please call 240-566-3420 prior to pick up.

Processing Fees

There is no fee for x-ray or imaging studies that are to be taken for follow-up treatment with your physician. However, there may be a fee of \$6.00 per sheet of film for non-treatment related requests as permitted under the Annotated Code of Maryland, Health General, §4-304(c)(3)(ii), and the Health Insurance Portability & Accountability Act (HIPAA),

Returning of Diagnostic Image Information

If you are requesting X-Ray films, for dates of service **before June 14, 2004**, they are the property of Frederick Memorial Hospital and recipients are not authorized to keep them. If lost, original films cannot be replaced. When taking original films, patient acknowledges his/her responsibility to return the films within a reasonable period of time after completion of the appointment with providers or third parties. All studies (except Mammograms) for dates of service **after June 14, 2004** are electronically archived and films of these studies do **NOT** need to be returned.